

Hamilton-Wenham Regional School District Committee

Oct. 3, 2013

Minutes

**CALL TO ORDER AND
PLEDGE OF ALLEGIANCE:**

Roger Kuebel opened the meeting at 7:03 p.m. in the Buker Multipurpose Room. The Committee and others present rose for the Pledge of Allegiance.

PRESENT:

Jeanise Bertrand, Sean Condon, Bill Dery, Deb Evans, Roger Kuebel (chair), Barbara Lawrence, Sheila MacDonald, Bill Wilson

ALSO PRESENT:

Dr. Michael Harvey, Superintendent; Dr. Celeste Bowler, Assistant Superintendent for Learning; Brian O'Donoghue, Principal, Buker School; Jen Clifford, Principal, Cutler School; Chris Heath, Principal, Winthrop School; John Hughes, Acting Principal, Miles River Middle School; Eric Tracy, Principal, HWRHS

ABSENT:

No one.

CITIZENS' CONCERNS:

None.

CHAIR'S REPORT:

R. Kuebel reported on a recent informational joint meeting with the two Towns' Finance Committees, and their request for transfer to the Towns of funds from the state that the district may receive above the budgeted FY14 revenue.

He noted that Melissa Even Moore resigned from the Committee. He outlined the process for appointment by selectmen of an individual to fill out the current year of her term, and then for election on the routine schedule of someone to fill out the remainder of the unexpired term. Because she lived in one of the Towns when she was elected but in the other when she resigned it is unclear which Board of Selectmen should participate in the selection of a replacement; he notified selectmen of this issue and requested that they resolve it. The Committee agreed to vote at the next meeting about who would replace M. Moore as a member authorized to sign warrants.

CONSENT AGENDA:

Minutes of Sept. 19, 2013
Field Trip, ski trip, Gilford NH
Field Trip, ski trip, Sunday River

BILL WILSON MADE A MOTION THAT THE H-W REGIONAL SCHOOL COMMITTEE APPROVE ALL OF THE REMAINING ITEMS ON THE CONSENT AGENDA. THERE CAN BE NO FURTHER DISCUSSION OR AMENDMENT OF THIS MOTION. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

COMMITTEE REPORTS:

Audit

Because a scheduled meeting had not been properly posted two of the Committee members who serve on this subcommittee left that meeting, so a

quorum of the Audit Committee would not be present. It proceeded in their absence. B. Wilson reported the auditors have completed the three reports and they are to reach the district office in the week of Oct. 7 for administrative review; administrators and the auditors will then discuss the audit report as necessary. The auditors' report to the Committee is expected no earlier than Oct. 24.

- Facilities This subcommittee met Oct. 1 and discussed a state funding issue to be addressed later in this meeting.
- Negotiations This group has not met since the last Committee meeting.
- Policy B. Lawrence said this group would propose policy revisions and new policies on facilities, and operational support, in early November.
- Warrants No report.
- Student Representative Student representative Chase Schaub reported on the high school student government's goals for this school year: pursuing an internship program; creating guidelines for digital citizenship when using school technology; and a faculty member of the month program to honor teachers. He said specific classes have begun fund-raising, and the junior class is donating a portion of its funds to a scholarship fund for two high school students who lost a parent in September.
- Master Plan Steering Committee Dr. Harvey said "visioning sessions" would take place on Mondays in October.
- Choice B. Lawrence said the subcommittee gathering information about the school choice program plans to report to the full Committee on Nov. 14.
- Building B. Dery reported on project completion and costs.

NEW BUSINESS:

Review District and School Improvement Plans

Dr. Harvey gave a PowerPoint presentation of the official District Improvement Plan. (The slides are appended to these minutes.) Discussion that followed touched on topics including the flexibility of the plan, periodic progress reports, and B. Lawrence's desire to discuss specifics about education and children's life in district schools.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE DISTRICT IMPROVEMENT PLAN AS REVIEWED AND DISCUSSED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

C. Heath, J. Clifford and B. O'Donoghue presented different portions of a PowerPoint presentation on the School Improvement Plan for the three elementary schools. (The slides are appended to these minutes.) The presentation and discussion that followed touched topics including the trend away from print textbooks to other resources, some Winthrop grades'

participation this year in the pilot PARCC text, alignment of curriculum to common core standards, and analysis of student assessment data.

J. Hughes made a PowerPoint presentation on the School Improvement Plan for Miles River. (The slides are appended to these minutes.) He also touched on the PARCC text and data analysis.

E. Tracy made a PowerPoint presentation on the School Improvement Plan for HWRHS. (The slides are appended to these minutes.) He discussed aligning assessments, project-based curriculum, rethinking the use of school facilities beyond traditional classrooms, increasing outreach to parents, and other topics.

R. Kuebel asked him to report to the Committee in October about class sizes.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SCHOOL IMPROVEMENT PLANS AS REVIEWED AND DISCUSSED. DEB EVANS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

Review Superintendent's Goals

Dr. Harvey gave a PowerPoint presentation on his goals, which emphasized using data to increase student learning. (The slides are appended to these minutes.) R. Kuebel remarked favorably on the emphasis on student learning but said operating efficiency is absent from this plan but should not be forgotten.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SUPERINTENDENT'S GOALS AS REVIEWED AND DISCUSSED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

Review and Approve
School Committee Goals Discussion

The Committee, which had discussed its goals at a prior meeting, voted without discussion on the document stating them.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ACCEPT THE SCHOOL COMMITTEE GOALS AS REVIEWED AND DISCUSSED. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 7-0-1-0.

Discussion of Buker Sprinklers

Wenham Fire Chief Bob Blanchard spoke about issues related to the Committee's consideration of whether to equip Buker School with sprinklers for fire suppression. His comments and discussion that followed touched on topics including costs, risks, potential benefits, and other ways to improve safety. Wenham Selectman Ken Whittaker asked the School Committee not to proceed with a sprinkler system because of the cost; he noted the Hamilton selectmen have stated they will agree to whatever the School Committee decides. Committee members discussed whether to put the matter before Town Meeting voters for a decision via a warrant item already approved as a "placeholder," or

to withdraw that warrant item in order to end consideration of a sprinkler project.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO REMOVE FROM THE WARRANT \$500,000 PREVIOUSLY DISCUSSED. ROGER KUEBEL SECONDED THE MOTION. THE MOTION FAILED 2-5-1-0.

Review and Discussion of Owners
Project Manager's Estimates for
Construction Projects

Tom Kondel of NETCO, the firm assigned by the Massachusetts School Building Authority (MSBA) to manage the feasibility study and preliminary design work for several proposed projects for which HWRSB has applied to MSBA's accelerated repair program (ARP) in hopes of obtaining partial state reimbursement of project costs, explained why MSBA has informed the district that it definitely will not reimburse the district for some specific components of upgrading the Winthrop School heating system: MSBA's policy for this program is to contribute to the cost of systems that have the most impact on energy efficiency of buildings, and in projects related to heating system, MSBA's ARP shares the costs only of components within boiler rooms. Discussion followed about the proposed upgrades to Winthrop's heating system and glass curtain; it touched on topics including whether some components of the existing heating system could be rehabbed; projected costs; the estimate process; checking for PCBs and asbestos; the financial impact of the reduced expectation for MSBA reimbursement; and the preliminary design process.

Motion to Pursue Winthrop Heating
and Ventilation System Project

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO PURSUE THE HEATING AND VENTILATION SYSTEM PROJECT FOR WINTHROP ELEMENTARY SCHOOL AS SOON AS IS PRACTICAL FOR A TOTAL OF \$875,000. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

MASC Delegate Election

B. Lawrence volunteered to serve as the Committee's voting delegate at the annual conference of the Massachusetts Association of School Committees.

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO APPROVE BARBARA LAWRENCE AS THE VOTING DELEGATE ON BEHALF OF THE SCHOOL COMMITTEE FOR THE MASC CONFERENCE IN NOVEMBER, 2013. SHEILA MACDONALD SECONDED THE MOTION. THE MOTION PASSED 7-0-1-0.

Reading and Vote of Polices

Postponed.

ADJOURNMENT:

BILL WILSON MADE A MOTION THAT THE HW REGIONAL SCHOOL COMMITTEE VOTE TO ADJOURN. JEANISE BERTRAND SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY (8-0-0-0).

The meeting adjourned at 9:45 p.m.

**DOCUMENTS AND EXHIBITS
SED AT THIS MEETING:**

Field Trip to Gilford NH request form and packet dated 9/3/2013
(8 pages)
Field Trip to Sunday River request form and packet dated 9/3/2013
(10 pages)
PowerPoint presentation on District Improvement Plan (11 slides)
PowerPoint presentation on Elementary Schools Improvement Plan
(9 slides)
PowerPoint presentation on Middle School Improvement Plan
(9 slides)
PowerPoint presentation on High School Improvement Plan
(3 slides)
PowerPoint presentation on Superintendent's Goals (3 slides)
Undated letter from Wenham Fire Department to HWRHS re Buker
School fire suppression system (1 page)
9/26/2013 email from Tom Kondel to Dr. Harvey re construction cost
estimates (2 pages)
9/24/2013 letter from Habeeb Assoc. to NETCO project manager re
MSBA project proposal (3 pages)
Phase 2 construction costs as of 10/1/2013 (1 page)
MASC form for voting delegate (1 page)

Respectfully submitted,
Ann Sierks Smith, School Committee recording secretary